



Title: Online Campus Producer

Direct Report: Online Campus Pastor

Hours: Full Time

Role Summary:

As the producer for the Online Campus, your primary responsibility is to execute excellent weekend services. You will do that by creating engaging, creative segments and by building teams to help execute those services. You will also facilitate all aspects of communication between our creative team, media team and Online Campus team. Lastly, you oversee all Online Campus social media engagement and content to ensure that we are creating a digital community within our campus.

Responsibilities include, but are not limited to:

- Proposes fresh creative content for all Online Campus Weekend/Event Segments
- Submits all Creative/Media Requests as needed
- Imports all creative needs for services or event into the designated computers (graphics, videos, lower thirds, etc)
- Keeps all ONL social media (FB Page) up to date with current and engaging posts
- Leads and rosters the Production Serve Team (directors, camera, five stars, hosts, etc)
- Oversees all Online Campus set up for weekend services, special events, etc
- Writes scripts for all ONL segments
- Facilitates communication between the Online Campus, and other departments
- Develops and trains up leaders for all serving positions of the production team
- Helps oversee our Online Campus Marketing strategy
- Ensures that all production inventory is ordered and in stock for each weekend or event (batteries, in-ears, etc)
- Oversees the look of the Online Campus on our website & ensures that it has an engaging, community feel
- Produces our live Online Weekend Services
- Creates & updates all Service Flows on Planning Center



- Responds & connects with people making comments or sending messages to our ONL Social Media
- Rosters all ONL hosts spots for the month (then follows up on week of)
- Works closely with our Moderating Team Lead and Team for all ONL services
- Coordinates & leads creative meetings for weekend experiences/events
- Creates all Youtube Events for ONL services
- Coordinates and executes all elements needed for weekend services
- Communicate with the Online Campus Team about the number of volunteers served weekly and any important team member updates

Attributes & Skills Required:

- Love for God & love for people
- Able to build teams
- Creative
- Organized
- Exemplify a spirit of excellence and flexibility
- Committed to investing in others
- Regularly attend weekend services, special events and life groups
- Strong administrative and planning skills
- Able to learn video production technology - cameras, presentation software, etc.
- Proficient in social media apps, Google Docs, Google Sheets
- Familiar with or able to learn basic functions in Adobe Photoshop

*This description is not all-inclusive, and other duties may be assigned as necessary.